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TRG

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19 December 1952

Executive Assistant to DCI

Director of Training

Weekly Summary Report

1. Requests for nominations for the Naval Intelligence School and the Intelligence Staff Officer School, convening on 6 January 1953 and 19 January 1953, respectively, were sent to the Training Liaison Officers of the various offices on 16 October 1952. To date only one application for each course has been received. It is felt that these courses have considerable value to the personnel of the Agency and greater advantage should be taken of them. If the various offices are unable to spare the personnel for these training programs, it may be necessary for the Director of Training to withdraw CIA's current quotas in these courses.

2. A training evaluation report is being developed for all training, together with the working out of a uniform and meaningful comprehensive record of a person's training in the Agency. This is to be done especially with a view to serving the Personnel Selection Panel in its evaluation and the personnel action it is to take at the conclusion of an employee's probation period.

3. At the suggestion of the Director of Training, Colonel Lawrence K. White and [redacted] of the office of the DD/A inspected [redacted] accompanied by the OTR officer in charge on 10 December 1952, for the purpose of planning for the disposition thereof.

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6. The following courses were completed on Friday, 12 December:

[redacted] erations Course #1 with 12 students and

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- b. Operational Security Course #2 with 24 students.
- c. Communist Party Operations Course #10 with 16 students.
- d. [REDACTED] Seminar with 14 participants.

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7. The [REDACTED] Office of Training is participating with the CIA Library in the screening of intelligence material being retired by the Air Force. Library material useable to Training in the collection will be placed in the Training library and bibliographies of the material will be distributed subsequently.

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9. As of 19 December, 138 CIA personnel are enrolled in TR(S) training courses, 372 in TR(C) courses, and 257 in external training, making a total of 767 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

MB:brc

cc: DD/A
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